ANNUAL MEMBER STATEMENT EMPLOYER REPORT

The Annual Member Statement (AMS) Employer Report is provided yearly to inform employers of the employees in their agency who will receive an Annual Member Statement. It also provides the year-end account data for each member, including the mailing address used and account balances. Only members with an "Active" status are shown on your agency's report.

The report may include persons who are no longer employed by your agency if CalPERS has not been notified of the member's separation from employment. Please process an appointment change online via ACES or submit a Member Action Request form (AESD-1) to separate such former employees (or an SCO-PIMS separation transaction for State employers) to update CalPERS member data.

An employee will not receive a statement if CalPERS has not received information to establish membership, the member submitted an election document for a refund of member contributions, or CalPERS database does not contain a valid employee address. The employer should update the membership information or address either online via ACES or by submitting an AESD-1 form (or an SCO-PIMS transaction for State employers) to update CalPERS member data.

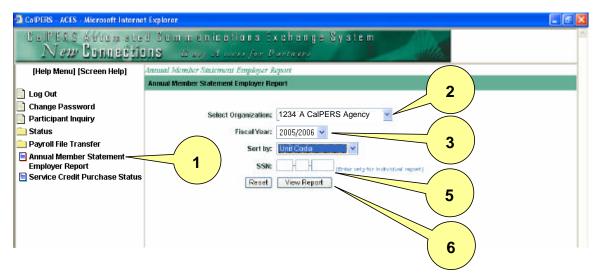
In addition, late payroll reports, or employer contract amendments, that were provided to CalPERS late and processed after the closing of the fiscal year (June 30th annually) will not be reflected in the current year's statements but will appear the following year.

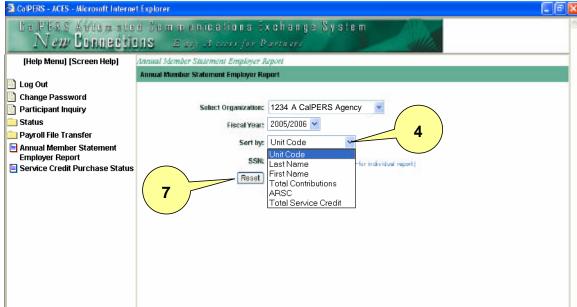
To gain access to the Annual Member Statement Employer Report, an Account Administrator must modify a user's account to grant access to this application.

If you have any questions, please contact the CalPERS Employer Contact Center at **888 CalPERS** (or **888**-225-7377).

Accessing the Annual Member Statement Employer Report

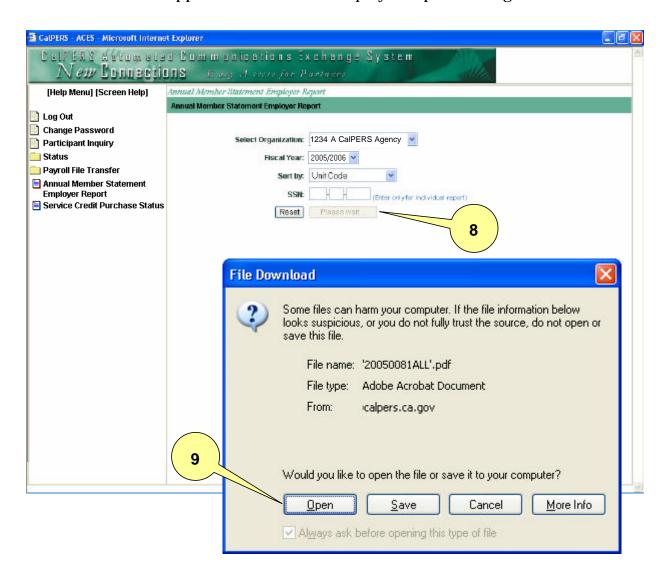
- 1. Select **Annual Member Statement Employer Report** from the Navigation Tree.
- 2. **Select Organization** from the drop-down menu.
- 3. Select the **Fiscal Year** for the desired report.





- 4. Select the desired sorting method from the drop-down in the **Sort by** box.
- 5. Enter an individual Social Security number to retrieve an individual report.
- 6. Click **View Report** to download the report.
- 7. **Reset** will clear the screen to allow you to query another report.

8. **Please wait** will appear while the AMS Employer Report is being retrieved.



9. When the **File Download** window appears, click **Open** to access the **AMS Employer Report.**

The Annual Member Statement Employer Report

